

CLARK COUNTY JUVENILE COURT

POSITION AVAILABLE

Position Title: Court Receptionist

Job Description: Court Receptionist is responsible for receiving and directing the public in person or via the telephone and performs some clerical functions and related tasks as required. The individual placed in this position will be involved with the following duties:

Answer multi-line phone and forward calls or take messages as appropriate

Receive persons appearing for court

Direct court visitors to court staff as necessary

Receipt monies for court costs and fines

Provide appropriate case information to callers as directed

Process pleadings

Operate computer

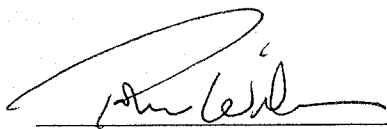
Type documents and records

General secretarial skills

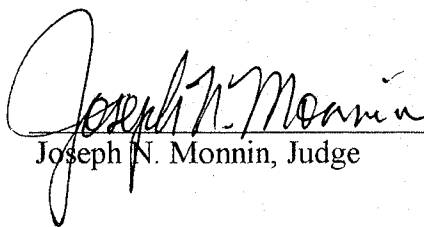
Requirements: High school diploma or equivalent; valid Ohio Driver's License

Desired Knowledge, Skills & Abilities: Ability to operate switchboard and answer phone; ability to greet the public courteously and refer them to appropriate staff; ability to accurately receipt monies and balance cash drawer; ability to write and speak effectively; ability to type 45-60 wpm preferred; ability to operate standard office machines.

Persons interested in applying for this position should complete an employment application and submit that application together with his or her resume to Kathy Lopez, Chief Deputy Clerk, Clark County Juvenile Court, 101 E. Columbia Street, Springfield, Ohio 45502 no later than Friday, February 11, 2005. Questions may be directed to Kathy Lopez by calling 937-328-2626.



Thomas W. Wilson, Court Administrator



Joseph N. Monnin, Judge